



YELLOWSTONE COUNTY WEED DEPARTMENT

SEASONAL OFFICE POSITION – 1 Opening

May – August/September

Hours: Monday –Thursday, 7 AM - 5:30 PM

Wage: \$12 per hour

Accepting applications until 5:00 pm on February 14, 2020

SEASONAL OFFICE ASSISTANT

Function:

This position is a seasonal technical/administrative agricultural work for the control of noxious weeds and their propagation within the county. The work is performed under the general direction and supervision of the Weed Control Superintendent. The nature of the work performed requires that an employee establish and maintain cooperative working relationships with Weed Control Superintendent, supervisors, other employees, landowners and the general public.

Required:

- Must be at least 18 years of age;
- High School Diploma or any equivalent combination of experience and training which provides the knowledge, skills, and abilities to perform the duties of this position;
- Some Experience in Weed Identification and Management Practices desired but not required;
- Valid driver's license issued by the State of Montana;

Essential Job Duties and Responsibilities:

- Provides administrative and clerical support and performs bookkeeping duties for the weed control program;
- Effectively operate Microsoft Office Programs, Record Keeping Programs, GPS equipment consisting of various types and models, developing mapping data;
- Working with County IT Specialist to keep weed district website updated with current information;
- Works positively and in the best interest of the Yellowstone County Weed Program directives with the goal of managing noxious weeds in the County.

Applications available at County Courthouse (Room 106); the Weed Department (3319 King Avenue East).

Submit applications by 5:00 pm on February 14, 2020 to:

Yellowstone County Weed Department
3319 King Avenue East
Billings, MT 59101

Late, incomplete or unsigned applications will not be considered.

Complete job description is available upon request.

If you have any questions, please call 256-2708.